

CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: DEPARTMENT OF PUBLIC HEALTH

AGENDA DATE: FEBRUARY 14, 2012

CONTACT PERSON/PHONE: MICHAEL HILL, DEPARTMENT OF PUBLIC HEALTH DIRECTOR,
771-5707
BRUCE D. COLLINS, PURCHASING MANAGER, 541-4313

DISTRICT (S) AFFECTED: ALL

SUBJECT:

Department of Public Health wants to exercise the option to extend the contract 2009-033 (Security Guard Service – Department of Public Health) for two (2) additional years.

BACKGROUND / DISCUSSION:

Department of Public Health wants to exercise the option to extend the contract 2009-033 (Security Guard Service – Department of Public Health) to Mike Garcia Merchant Security, LLC for two (2) additional years at the same unit price. Estimated annual amount is \$61,338.32. Total estimated amount for two years \$122,676.64. Contract 2009-033 was a best value bid and Mike Garcia Merchant Security, LLC had the highest score of 85.79 and was the most responsive and responsible bidders meeting specifications for the items awarded.

SELECTION SUMMARY:

Solicitation was advertised on 10/21/2008 and 10/28/2008. The postcards were mailed out on 10/21/2008. The solicitation was posted on City website on 10/21/2008. The email (Purmail) notification was sent out on 10/21/2008. A total of forty-eight bidders including nineteen local vendors were solicited. A total of twelve bids were received including seven being local vendors.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

Council awarded Contract No. 2009-033 (Security Guard Service – Department of Public Health) on January 27, 2009.

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

41010162-502212-01101-41000 – Security Contracts – General Fund

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD: Michael Hill
Name


Signature

1-30-11
Date

**COUNCIL PROJECT FORM
(REQUIREMENTS OR BEST VALUE BID)**

*******POSTING LANGUAGE BELOW*******

Please place the following item on the CONSENT agenda for the Council Meeting of FEBRUARY 14, 2012.

Request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to exercise the City's option to extend current Contract No. 2009-033 (Security Guard Service – Department of Public Health) to Mike Garcia Merchant Security, LLC. of El Paso, Texas for two (2) additional years pursuant to the provisions of an award approved by the City Council on January 27, 2009. The extended contract period will be from February 16, 2012 to February 15, 2014.

Department:	Department of Public Health
Award to:	Mike Garcia Merchant Security, LLC El Paso, Texas
Option to Extend:	One [of One]
Annual Estimated Award:	\$61,338.32
Total Estimated Award:	\$122,676.64 (2 year)
Account No.:	41010162-502212-01101
Funding Source:	Security Contracts – Government Operations
District(s):	All

This is a Best Value, service contract.

MOTION
JANUARY 27, 2009

Motion made, seconded, and unanimously carried to **AWARD** Solicitation No. 2009-033 (Security Guard Service – Department of Public Health) to Mike Garcia Merchant Security, LLC, for a total estimated award of \$184,014.96.

Department:	Public Health
Award to:	Mike Garcia Merchant Security, LLC El Paso, TX
Items:	All
Option:	Two years
Annual Estimated Amount:	\$61,338.32
Account No.:	41010162 – 502212 – 01101
Funding Source:	General Fund
Total Estimated Award:	\$184,014.96 (3-year total)

This is a thirty-six month requirements type contract.

The cost under this requirements contract is only an estimated minimum value. The actual cost of this contract may be higher or lower than the total estimated minimum value and will be the sum total at the end of the contract term, so long as increased funds are appropriated in the budget.

The Departments of Financial Services, Purchasing Division, and Public Health recommend award to Mike Garcia Merchant Security, LLC, the vendor offering the best value bid.

Richarda Duffy Momsen, City Clerk